
Senior Secretary(Job Id 10206)

Location: Vermillion

Employment Type: Permanent Employee

Agency: Environment & Natural Resources

Post Date: 06/06/2018

Description

PLEASE ATTACH THE ADDITIONAL REQUIREMENTS LISTED AT THE BOTTOM OF THIS PAGE

Job ID: 10206

Agency: Department of Environment and Natural Resources; Division of Financial and Technical Assistance; Geological Survey Program

Salary: \$14.42 - \$17.64 per hour; depending on experience

Grade: GF

Closing Date: Open Until Filled

For more information on the Department of Environment and Natural Resources, please visit <http://denr.sd.gov/>.

This position performs a variety of duties that are very important to the operation of the Geological Survey Program.

Major tasks of this position are:

- ordering drilling and field supplies, equipment, and repairs;
- employee travel reimbursements;
- organizing bills for lodging, supplies, and servicing of equipment;
- filling out payment request forms; and sending all to the Fiscal Office in a timely manner;
- assist with preparing supply needs;
- assist with inventory of assets and supplies;
- assist employees with travel planning, especially field work;
- assist customers with ordering of or access to maps and publications;
- handle or redirect incoming requests for information about the state's geologic and hydrologic resources;
- process outgoing and incoming mail daily.

Work will be in an office environment. Normal work hours are 8:00 A.M. to 5:00 P.M., Monday through Friday. The incumbent must be familiar with the use of a Windows computer and Microsoft Office software.

NCRC: If you possess a National Career Readiness Certificate, please submit the certificate with your application. For more information on how to acquire a National Career Readiness Certificate contact a South Dakota Department of Labor and Regulation Job Service Office. A certificate is not necessary to be considered.

The Ideal Candidate Will Have:

Knowledge of:

- general bookkeeping and accounting practices;
- Microsoft Word and Excel;

- South Dakota geography.

Skill to:

- organize office documents and files proficiently;
- work well with other staff members.

Ability to:

- learn terminology and procedures associated with geologic and hydrologic investigations;
- create MS Word and Excel documents to communicate information and track inventory, supply, and expenditures;
- work with vendors to obtain quotes for materials and supplies and create orders.

Additional Requirements: To be considered, please attach a resume with education, work experiences and three references.

VETERANS' PREFERENCE ELIGIBLE

The State of South Dakota offers paid employee health insurance plus ten paid holidays, generous vacation leave accrual, and medical, dental, vision, and other benefits. For more information visit <http://bhr.sd.gov/workforus/workbenefits.aspx>.

Apply at: <http://tinyurl.com/ya9yejak>

South Dakota Bureau of Human Resources

500 East Capitol

Pierre, SD 57501-5070

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